

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS
FEBRUARY 2, 2006

The Hamilton County Board of Aviation Commissioners met on Thursday, February 2, 2006 at 6:30 pm in the Hamilton County Commissioners Courtroom, One Hamilton County Square, Noblesville, Indiana.

President Tom Kapostasy called the meeting to order. Kim Rauch took Roll Call and pronounced a quorum present of Arden Johnson, Tom Kapostasy, Ted Moran, Don Silvey and Tim Tolson.

Approval of Minutes

Tolson motioned to approve the minutes of January 5, 2006. Silvey seconded. Motion carried unanimously.

President's Report

Introduction of New Board Members

Ted Moran, resident of Indianapolis, stated he has served 35 years with the Federal Aviation Administration in Air Traffic Control, other planning, etc. Has been in private business for 10 years and has done consulting on airport layouts as it pertains to runway crossings.

Arden Johnson, resident of Noblesville, stated he is the largest Bison farmer in Hamilton County. He is the CEO of Southern Companies, a medical development firm. He has been involved in general aviation, owning a jet aircraft. He is currently based at Metropolitan Airport.

March Meeting

Kapostasy asked Rauch to schedule a work session to begin at 5:30 pm on March 2, 2006 for orientation of the new board members.

Jon Ogle

Tolson motioned to recognize Jon Ogle for his service as a retiring member of the Board of Aviation Commissioners. Silvey seconded. Motion carried unanimously.

Committee Structure

Kapostasy asked the Board to review his proposed Committee Structure. Moran requested time to review the structure of the committees for discussion at the next meeting.

Master Plan Update

Kapostasy stated the Board is working with Aerofinity and Woolpert on the Master Plan. There has been a kick-off meeting to work on the planning. March 17, 2006 is set to be the visioning meeting. 17 individuals will be invited to attend the visioning meeting. Participants include the Board of Aviation Commissioners, representatives from Westfield planning, Hamilton County Council, Hamilton County Economic Development, City of Carmel, Boone County Plan Commission, Boone County Commissioners, Boone County Economic Development, INDOT, FAA, Dan and Andrea Montgomery, Airline Pilots Association and other individuals involved in aviation. Kapostasy requested the Board review this list and let him know if there are any modifications.

The Advisory Committee serves as a representative of all stakeholders to serve during the 18 months of the Master Plan update. Aerofinity has recommended that not all

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Board members attend the advisory committee meetings. Don Silvey and Tom Kapostasy will serve on the advisory committee to represent the Board. The visioning meeting is to be a public meeting and will be advertised as such. It is a one time, half-day meeting. Tolson motioned to continue to move forward. Silvey seconded. Motion carried unanimously.

Kapostasy stated the last Master Plan was done when the airport was under private ownership. Changes of the neighborhood and changes in services at the airport have caused us to develop the Master Plan. This is only Phase 1, we have applied to the State for funding of Phase 2. Details of the visioning meeting will be mailed to the Board members and legal counsel within the next 2 weeks.

Zionsville Community Schools

Kapostasy stated Zionsville Community Schools has owned property south of the airport since 1999. They have gone through the legal steps to build an elementary school south of the main runway at Indianapolis Executive Airport (IEA). In the past the Board has authorized Kapostasy to request the school district re-look at the possibility of building the school in that location. The school's response to our first letter, in July, stated they were moving forward with building the school. We did not receive a response to our second letter. Since that time, at the Board's urging, we asked concerned citizens in Zionsville to do what they could with the Zionsville Community Schools to help them see the change in the environment from 1999 to 2006. The airport traffic is 4-6 times more than it was in 1999. The safety and noise risk to those attending the school are significantly higher than the past. Some of the individuals have found a landowner whom owns the same amount of land in another location that is willing to entertain the idea of a land swap with Zionsville Community Schools. Kapostasy will be meeting with those citizens and representatives from Zionsville Community Schools tomorrow to see if there is an opportunity to get them to consider this. Kapostasy is not recommending the Board take any position other than to facilitate good community events and discussion.

2005 Annual Report

Kapostasy distributed the 2005 Annual Report to the Board for their review.

Committee Reports

Community and Public Relations

Marketing Study

Claire DeSelle, Tailored Tactics, presented a summary of their research, strategy and tactics for Indianapolis Executive Airport. A more comprehensive report will be provided to the Board at the end of this month. The research started with primary research, including 60 one on one telephone surveys with companies located within 15 miles of the airport that had revenues of \$20 million or more. From those, 50 companies had substantive responses and good data was generated from those responses. They then went further in depth with three focus groups and also conducted more than 12 phone interviews with industry professionals to see what the future holds for this industry. They were also graciously assisted by Montgomery Aviation and received information from the Carmel Chamber of Commerce along with many secondary resources. (DeSelle reviewed the summary, a copy of which is on file in the Hamilton County Auditor's office).

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- The most important segment for IEA to focus on is the corporate owned business aviation passengers (business execs for site visits, business execs for sales calls, M&A/Corporate Lawyers and executives attending an event).
- The main strength of the airport is the proximity to areas of business and residential growth.
- The main weakness is the "Sales Team" (Montgomery's) which lacks sufficient tools and reach.
- The main opportunities will be a demand in Microjets and expansion of Air Taxi services.
- A critical uncertainty is the change of the location of Metropolitan Airport.
- It is important to focus on the name of Indianapolis Executive. Any written documents, especially used within the State of Indiana include "Owned and Operated by Hamilton County". For items going outside the State, their research has shown it creates confusion. Hamilton County, located near Cincinnati, Ohio has a much higher visibility and it is close enough to Hamilton County, Indiana that people are getting confused when they see Hamilton County. We are trying to build awareness and we don't want to build it for the wrong airport.
- Tailored Tactics recommends a new brand identity – "THIS is the NEW CENTER of business in Indiana". A new logo has been developed for IEA.
- Service attributes driving selection of an airport are: urgency, discretion, cost, location proximity and carrier options.
- Goals for corporate outbound business – increase awareness of airport as an option; appeal to time/value of customer contact; and assisting potential airport users with accessing aircraft.
- Goals for corporate inbound business – increase awareness of airport as an Indy/Hamilton County access point; appeal to time/value of customer contact/site visit and emphasize cost/time advantage of airport location.
- Goals for onsite strategy – reinforce professional/business image of airport; ensure a positive experience for airport clients and emphasize cost/time advantage of airport location.

Kapostasy stated one of the top priorities is to get a web site up and running for IEA. When the marketing study was bid, part of the bid was to design a web site. There is no line item in the 2006 budget for the web site. The Board, by motion, could transfer funds from the Interest line item for the web site. Kapostasy asked Darren Murphy if there are bid/quote requirements. Estimated costs for the web site are \$8,000. Murphy will check the Statute. Kapostasy stated he has received feedback from Kim Rauch and Andie Montgomery that it would be better to wait a few months before spending money from the budget. Kapostasy recommended not proceeding with the web site development at this time.

Silvey motioned that were the use of the logo would be intended for marketing within the State of Indiana or local signage that it include "Owned by Hamilton County" and for marketing outside of Indiana, in that limited circumstance, the ownership be dropped from the logo. Johnson seconded. Moran stated the Montgomery's have done a lot of work outside of Indiana at various trade shows to promote aviation at the north side of Indianapolis. Moran asked if this logo supports with what they are trying to sell? Andie

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Montgomery stated she loves the logo. They have spent money on the sign in front of the airport, which does not have this logo. If we do something, from an airport perspective, using it on stationary is great. If she creates a brochure that advertises Montgomery Aviation, she can put the logo on that brochure. She would still have to use Montgomery Aviation. When she attends the trade shows and advertises the airport, she could put the logo on top for advertising the airport, but she would still be using Montgomery Aviation. Andie requested guidelines from the Board as to when she has to use the logo and when she does not have to use it. Kapostasy stated the implementation of the logo would be at the airport manager's discretion. Any guidelines they want to create could be brought back to the Board, but he would prefer the guidelines be as informal as possible and to rely on the airport manager's discretion. Kapostasy stated there are two implantations – one for Montgomery Aviation to use as they operate the airport as manager and FBO. The other implementation is for more formal projects that Tailored Tactics has proposed. Motion carried unanimously.

Kapostasy asked if the concept "THIS is the NEW CENTER of business in Indiana", have to be trademarked? Murphy stated he does not think, legally, that it would have to be trademarked.

DeSelle will return in 60 days with the final report.

Press Release

Kapostasy stated Ray Rice did put out a press release highlighting that IEA has 91 based aircraft.

Government and Legal Relations

Airport Signs

Rauch stated as far as she knows the Hamilton County airport signs have been installed and paid for. Boone County has told her they ordered the signs, but she does not know if they have been installed. Dan Montgomery stated some of the people at the Westfield Planning meeting have told him that the airport signs are installed.

Westfield Planning

Kapostasy stated he was unable to attend one of the Westfield Planning meetings, but he sent materials relating to what a compatible use might be east of Hamilton Boone County Road and south of SR 32, which included that land east of the airport, could be used for agriculture for rural/agriculture heritage, specialized retail set around the rural lifestyle, it could be for public use for the community, etc. This was provided to spark their ideas, much the same that was discussed at the smaller roundtable discussions. The people that live near the east part of that land interpreted that document that the airport believes the land east of Hamilton-Boone County Road should be developed as light industrial for the full two miles. That was not his intent and he apologized to the Board for creating that mistake and opinion. He has received numerous calls and e-mails and he will try to set these individuals straight. One e-mail was received from Mike Zeller whom asked for this statement to be read into the record:

"On behalf of the Hamilton County residents who attended the comprehensive plan meeting on Tuesday 1/31/06, I'd like to thank President Kapostasy for his memo of January 30 and Dan Montgomery for attending the session. I'd like to summarize what I heard from the many Hamilton County stakeholders at this

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meeting regarding the future of the Hamilton –Boone County Road and potential impact of Indianapolis Executive Airport;

- There was a unanimous opinion that the future of this road should be low density single family residences, with perhaps some very specific agriculture business uses.
- Commercial/industrial uses along this road are seen as compatible with neither the topography nor the existing uses, and should instead be located on SR 32 corridor.
- It was the understanding of all in attendance that the airport vehicular traffic will enter at SR 32 and that in no case will any airport business be conducted off the county line road. This was very important to everyone.

Thanks again for allowing this input. I look forward to working with you to continue the dialogue between the airport decision-makers and the Hamilton County stakeholders to achieve the airport's stated goal of "Being a Good Neighbor." - Mike Zeller, 4321 W. 166th Street, Westfield, Indiana – February 1, 2006.

Kapostasy stated from past discussions with the aviation board and Boone County, the development area adjacent to the airport would be the northern part of the airport. We have reached an informal agreement with Boone County to concentrate development to the north. To his knowledge there has never been discussion of airport development to the southern part of the airport. That may change with the Master Plan, but with everything we have discussed, that is not the intention. Moran asked if south of the airport includes or excludes the runway extension? Kapostasy stated the airport sits on a 2-mile long piece of property. The expectation is that the development will take place one mile north of 166th Street and the south half may have additional housing or whatever, but the airport would not be a 2 mile by 1 mile development.

Kapostasy stated the traffic on Hamilton-Boone County Road has never been discussed. We hope to have access to the airport from multiple locations. The airport is not advocating any particular treatment on Hamilton-Boone County Road, but we reserve the right to have access to our property, which does touch SR 32 and the roads to the east and west at this point of time. This is another reason to get the master plan updated.

Dan Montgomery stated a lot of the people attending that meeting had questions on the construction at the airport. The main question was the entrance off of County Road 200, which they thought was for extension of the runway and he assured them it was an entrance for maintenance only. They were adamant about no driveways being cut off of 1200. Dan discussed with the group about getting an overlay for the airport from Hamilton County, which they thought was a good idea. Several people wanted to know what the ground (40 acres in the corner) was going to be and Dan told them the airport does not own that property. They were adamant that the light industrial be on the north side of SR 32, they do not want anything along 1200 or the county line road. They want to keep it agriculture or low density housing.

Kapostasy stated he received a letter from Stephen L. Castner outlining a large number of reasons why his family's 103 acres that are southeast of 156th Street and Boone-Hamilton County Road should be protected from any kind of development. Kapostasy stated he agrees with Mr. Castner's assessment of the land and he will try to contact Mr.

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Castor. Kapostasy stated he will inform him that we do not intend to push development that is close to that location. In the past the Board has discussed different ways to protect the north and south ends of the airport. He would like to raise the idea, with the Boone County Commissioners, the idea of a county park either to the north or south of the airport. The Board has discussed with the Ehman's, property to the north, that the Finley Creek runs through the middle of the property, which makes it a awkward property to sell. The property to the south may be more attractive as a park; there is Bear Creek which runs through this area. It may be possible to get Boone County to work towards getting this area as a park and the Board may be able to contribute some land that is in the clear zone and maybe get some developers, including the Castner's, to want 300 acres of county park in the middle of these developments. He will discuss this with Boone County again at his meeting with them on Monday.

Moran asked if either of these proposals affect the extension of the runway? Kapostasy stated no, the clear zone of the runway, as it exists today, crosses north of SR 32. The idea would be to use county funds to purchase the clear zone property, attempt to have that reimbursed by the FAA as a way to share in creating that common space. On the south side the runway, as it stands today, the clear zone does not cross County Road 200 South, but with the 1,500' extension that is in the current master plan, it does cross County Road 200 South. We have spoken with the neighbors that live in that area and let them know that their property is in the clear zone and the airport has a critical interest in the disposal of that land in the future.

Indianapolis Metropolitan Airport

Kapostasy stated previously people have testified regarding the relocation of Indianapolis Metropolitan Airport (Metro) and whether the Board has a position on that. We have informally said we support Hamilton County aviation. Kapostasy asked if the Board should take a position to the FAA stating that we would like to see Metro maintained as an operating airport and if it is not maintained that the replacement would be created in Hamilton County as close to the current airport as feasible, that it would maintain a 5,000' runway, a 3,500' cross wind runway, and taxiways for 150 based aircraft or some similar motion that would put specifics to our desire to recreate as close and like kind as possible as what we have today. Tolson so moved. Silvey asked Larry Creakbaum, if it is his understanding that the Indianapolis Airport Authority has committed to building something in Hamilton County? Creakbaum stated as far as he knows they have committed to no site, no location, and no place. The rules for federal funding are, if the FAA participates in land acquisition, which they have at Metro, then the obligation to maintain that goes with the land. Construction is pro-rated over a 20-year basis, it will expire over time. Silvey seconded. Moran asked if there has been any indication of a replacement being owned and operated by Hamilton County or Indianapolis Airport Authority? Creakbaum stated there has been no indication. Kapostasy stated in the informal discussions with the Hamilton County Commissioners, Indianapolis Airport Authority would continue to operate the airport and they would see our assistance to help evaluate a site, to provide recommendations of the outline. They would like the assistance to make sure there is the political support to get the airport moved if either the neighbors or the Metro pilots oppose it. Moran requested an amendment to the motion to include "**at least** a 5,000' runway". Tolson and Silvey accepted the amendment. Motion carried unanimously.

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Sheridan Airport Zoning

Kapostasy stated there has been no news from the Hamilton County Plan Commission regarding the airport zoning for Sheridan Airport.

**Indianapolis Executive Airport Report
4th Quarter Report**

Andie Montgomery presented the 2005 4th Quarter Report for IEA.

- Income was forecasted at \$192,755 with actual at \$151,306 with a short fall of \$41,449. This is due to increase in fuel fees and the farm income was less than anticipated
- Expenses were budgeted at \$133,877 and actual spent was \$104,466 with a savings of \$29,411.
- Payments to Hamilton County - \$50,148.
- The new building should be open by April 1st. Construction delays have attributed to the income shortage.
- EPA Fuel Report – Fuel deliveries – 566,481 gallons. Have passed the EPA analysis for the period and all prior periods from January 2001. Total flow fees paid to Hamilton County were \$82,686.94.
- Security cameras have arrived and will be installed soon.
- AAI Luncheon, January 26, 2006, was represented by several Montgomery Aviation employees. It is important to speak with State Senators and Representatives regarding aviation.
- Dan and Andie attended the NBAA Dispatchers and Schedulers conference in San Antonio. They were recognized from previous year's attendance and made contacts nationally and internationally.
- Total customer base count is 91.
- Andie presented the first draft of the Complaint Resolution procedures for the Board's review.
- Andie asked about the status of the domain for the web site address of IndianapolisExecutiveAirport.com. IndyExec.com is a web site and points to Eagle Creek Airport.

Murphy stated the domain of IndianapolisExecutiveAirport.com has had 3 separate issues. The first required us to fill out a form, which we did. For whatever reason Rick Branch, Eagle Creek Aviation, had their registrant user name as Help Desk, rather than an individual. An affidavit was re-created and indicated that the entity noted as Help Desk is the Vice President of Eagle Creek, Rick Branch, which has been sent and we thought that corrected the problem. Then we received a 3rd notification that they changed their procedures on how to register, which we complied with. We then requested a confirmatory e-mail from them, which we have never received. The problem lies with Register.com. It does not lie with Rick Branch, he has been very helpful. Carl Winkler stated we do have IndianapolisExecutive Airport.com in our domain. Tolson motioned to pursue indyexec.com up to a cost of \$1,000. Moran seconded. Motion carried unanimously. Murphy will pursue.

- Ehman property (immediately north of airport) has not been sold, they have turned down an offer of \$15,000/acre. They will accept \$17,000-\$20,000/acre. They do not want to break up the 114 acres. We need 20 acres for the clear zone. Johnson stated we will end up like Metro, we need to make an informal inquiry for the property. Moran agreed and asked if there is federal money available? Kapostasy stated it is reimbursable by the FAA. We will look at our

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Capital Improvement Plan for this year. It will not be in our first \$2 million, the parallel taxiway has been in the State and FAA next to do list, which may take the next 2 years for reimbursement. The possibility of a quick reimbursement is unlikely. Moran asked if we will have to rely on the county? Kapostasy stated yes, we would ask the county to appropriate the money and if they do not, we would not proceed. Moran stated eventually we will have to have an ILS on the north end and if we do not secure the property as soon as possible, it may be hard to come by later on.

Rick McKinney stated it is within the realm of possibility. The Council and Commissioners are meeting on February 22nd to discuss capital projects. Brad Beaver stated the Board needs to decide what their highest priority is and if it is the purchase of this property then come to council to request the additional appropriation. Silvey motioned to approach the county council for consideration of potential funding of land acquisition of 20 acres north of the airport for a clear zone. Moran seconded. Motion carried unanimously.

- Dan stated the Glideslope went out, but was repaired before the bad weather came in. These systems are no longer being built and he will keep the Board apprised of costs for replacement parts.
- Dan asked what the status of the purchase of the Beals property? Murphy will check with Mike Howard.
- Corporate hanger is coming along.
- Crop damage done by Indianapolis Water Company has not been reimbursed.
- RCO is on order and should arrive any time. Michiana will install.
- Fuel Tank Inspection – the 100 octane fuel tank is due for inspection (every 10 years) at a cost of \$2,500. The inspection is planned for February with the cost coming out of the operating budget.

Kapostasy stated within our county general budget we have \$9,000 of individual line items. Kapostasy asked if Montgomery Aviation is authorized to expend those funds or does the Board have to approve the expenditures? Rauch stated the funds can be transferred if they are in the same series, if not an additional will have to be requested from the county council. Expenditures have to fall within a budgeted line item. Kapostasy asked if the Board wants to approve each invoice from Montgomery Aviation to be paid from the airport county general fund? Tolson motioned to allow the airport manager to work within the budget and budgeted line items, to work with Rauch to pay the invoices. Kapostasy seconded. Moran asked if the amount will be capped? Kapostasy stated at \$9,000 as listed in the budget under Marketing, Computer Services, Surveying & Title Costs, Site & Lease Development, Community Relations and Advertising. Motion carried unanimously.

- Dan asked if there is any update on the Master Drainage Plan submitted to Boone County? Mike Evans stated he has spoken with the Boone County Surveyor and they have not reviewed the plan, to date. Evans will follow up with Boone County.
- Ellis Johnson Corporate Hanger – Mr. Johnson had a disagreement with Eagle Creek and is now interested in building his hanger at IEA. Montgomery

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will find a spot for his hanger and will work with Woolpert. Boone County will not give us any more building permits until the drainage plan is approved.

- Glideslope – Moran asked where is the monitor of the Glideslope located and monitored 24 hours a day? Montgomery stated it is in the control room and is not monitored at night. Moran asked if that is annotated on the approach charts? Montgomery stated no, it is not required.

Engineering Report

Master Plan

Evans stated they have had the kick-off meeting for the IEA Master Plan. The colored Orthophotography file will be delivered to Aerofinity this week. A different section of Woolpert did an Orthophotography project for all of Hamilton County in 2002. Woolpert proposed to Kapostasy to use this Orthophotography for Phase 1. This would save the Phase 1 costs \$7,000. Kapostasy agreed to use it.

Evans requested approval of invoices

Master Plan - \$2,387.00

Corporate Apron and Tee Hanger Taxiway Project - \$16,365.96

Silvey motioned to approve the payment of invoices. Tolson seconded. Motion carried unanimously.

Hunt Paving and Sullivan Construction Meeting

Evans stated there was a meeting with Hunt Paving and Sullivan Construction for resolution of issues on the current construction projects at IEA. Agreement has been reached that Hunt Paving will pave immediately and Sullivan will move their equipment and they will lower the conduit as needed. We are waiting for appropriate weather for paving of the apron.

Capital Improvement Program

Evans requested approval of the Capital Improvement Program (CIP). Silvey motioned to approve the CIP and authorize the President to sign and submit to the FAA. Tolson seconded. Motion carried unanimously.

Professional Services Agreement

Evans requested approval of a Professional Services Agreement with Woolpert for on-call and miscellaneous engineering services in an amount not to exceed of \$12,000. The agreement was forwarded to legal counsel for review and approval at the next meeting.

Outstanding Invoice

Dan stated he received a call from Mike, Mid-States Engineering, stating that the county still owed MSE \$900. Evans will look in to it.

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Legal Counsel Report

Bailey Farm Lease Contract

Kapostasy asked Murphy to amend the Farm Lease Agreement with Bailey's to correct the typographical error of \$95 fee to state \$95 **per acre**.

Secretary Report

Claims

Rauch requested, in order to expedite payment of claims, authority to sign all claims. Tolson motioned to approve. Silvey seconded. Motion carried unanimously.

County Council Liaison

North Clear Zone Property

McKinney stated the county council and county commissioners meet on February 22nd and he requested Kapostasy to get a summary to Brad Beaver by February 15th on the request of the additional appropriation of \$300,000 for purchase of the land for the north clear zone.

Noise Sensitive Permit Letter

McKinney asked if the Noise Sensitive Permit letters has been sent to INDOT and Boone County? Kapostasy the letter to INDOT has been sent, he has not seen a draft of the letter to Boone County. Howard is to prepare the letter.

Zionsville Schools

Beaver asked if Montgomery Aviation sent letters to the Zionsville Schools offering a land swap. Andrea stated no, not offering the land swap, suggesting that there is land available from a private citizen whom has offered to swap land for the school. This has nothing to do with the county.

Beaver asked what is the date for the Master Plan update meeting? Kapostasy stated March 17th will be the visioning section. Aerofinity is setting up the location and time. Kapostasy will be seeing the Boone County Commissioners on Monday and will ask for them to appoint the representatives from Boone County. This meeting will be for approximately 15 people.

Site Development and Operations

Crack Sealing of Runway

Silvey distributed pictures of the runway cracks. We have cracks from 1" to 2". They will have to be ground out and repairs will be more difficult than what is done on roads. The repairs will not be able to happen until the asphalt plants re-open. It will not be resolved in February, but he hopes that in late March or April he will bring back more information to the Board. Howard is looking in to the funding.

Westfield Sewers

Silvey stated he has spoken with representatives of Westfield regarding the availability of sewers to the airport. The Town of Westfield's ordinance for sewage treatment and collection with a connection fee is in excess of \$10,000. Westfield does not have any projects planned to the west nor do they have any funds. Hamilton County would have

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to bear the full expense of connecting sewers. Silvey will continue to work with Woolpert.

Kapostasy adjourned the meeting.

Present

Tom Kapostasy, President
Don Silvey, Vice President
Tim Tolson, Board Member
Arden Johnson, Board Member
Ted Moran, Board Member
Darren Murphy, Attorney
Larry Creakbaum, Woolpert
Mike Evans, Woolpert
Dan Montgomery, Montgomery Aviation
Andrea Montgomery, Montgomery Aviation
Carl Winkler, Montgomery Aviation
Rick McKinney, County Council Liaison
Brad Beaver, County Council Liaison
Claire DeSelle, Tailored Tactics
Larry Jacobi
Mike Baker
Kevin Domer
Tom Mathson
Josh Mathson
Kim Rauch, Secretary

APPROVED

Tom Kapostasy, President

Date: _____

ATTEST

Kim Rauch, Secretary

Date: _____